

EMPLOYMENT DEVELOPMENT DEPARTMENT

CEA



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION TITLE: DEPUTY DIRECTOR, INFORMATION TECHNOLOGY BRANCH

LEVEL: CEA 4 **\$8426 - \$9287**

FINAL FILING DATE: February 28, 2005

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Directorate, Employment Development Department (EDD), the Deputy Director plans, organizes, facilitates, and evaluates the activities of the Information Technology Branch, which includes the Infrastructure Solutions and Management Division, Production and Operations Management Division, Application Services Division and Technology Foundation Services Division.

The Deputy Director develops and implements department policy and provides support for information technology to all major programs in the EDD, including Unemployment Insurance, Disability Insurance, Job Service, Employer Tax, and Workforce Development. As a member of the EDD's Executive Staff, the Deputy Director acts as the key advisor to the Directorate for policy decisions affecting the EDD's automated service delivery systems.

FILING INSTRUCTIONS:

All applicants must submit an **Examination Application (STD 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: Diane Joseph
P.O. Box 826880
Sacramento, CA 94280-0001

Applications may be obtained from the State Personnel Board's web site at <http://www.spb.ca.gov>. **Applications submitted without a SOQ will be eliminated from the examination process.** The SOQ should be one, but no more than two pages in length, and is a separate discussion from the application and/or resume. The SOQ should include a discussion describing how the applicant's education, experience, knowledge, skills, and abilities relate to the qualifications for this position. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. All inquiries regarding this examination should be directed to Diane Joseph at (916) 653-8456.

EXAMINATION INFORMATION:

Applications and SOQs will be screened based on the minimum and desirable qualifications as stated in the examination announcement. Job-related criteria will be used to comparatively rank qualified candidates, and interviews of the most qualified candidates may be conducted. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Deputy Director, Information Technology Branch.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications by the final filing date:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

And

Have the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; labor agreements; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity program; and effectively carry out administrative and personnel management responsibilities under SPB/DPA rules and labor agreements.

Knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State service, or other government settings, or in a private organization):

Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions, such as program planning, policy formulation, organization coordination and control, and fiscal and personnel management.

DESIRABLE QUALIFICATIONS:

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership, teamwork and initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Ability to establish and maintain effective working relationships on behalf of the Department with executive levels of industry, State and Federal control agencies, Labor and Workforce Development Agency, the Legislature, and the vendor community.
3. Experience with the planning, development, maintenance, installation and support of large system applications in a multi-tier environment and familiarity with large, complex telecommunication and database management systems.
4. Experience in large-scale project management, including vendor oversight.
5. Ability to coordinate policy decisions with multiple organizations affecting the service delivery systems of major programs.
6. Demonstrated knowledge and experience in information technology project development approaches that minimize risk to the State and the Department.
7. Knowledge of EDD's Strategic Plan, mission and values.
8. Familiarity with EDD's major programs, including Unemployment Insurance, Disability Insurance, Job Service, Employer Tax and Workforce Development.
9. Demonstrated knowledge of both State and Federal funding procedures, including experience developing State budget proposals.